



California Walk and Bike Technical Advisory Committee Draft Charter

Background	<p>The California Department of Transportation (Caltrans) adopted the Statewide Bicycle and Pedestrian Plan: Toward an Active California in 2017, and the Mode Share Action Plan in 2018, demonstrating a deep commitment to plan, design, deliver, and maintain walk and bike facilities across the state for people of all ages and abilities. Caltrans identified a need for regular input from a diverse membership representing walk and bike interests for all ages and abilities to support this work, and established the California Walk and Bike Technical Advisory Committee (CWBTAAC) for that purpose.</p>
Purpose	<p>The CWBTAC provides strategic input and technical guidance to support achievement of the walk and bike safety objectives in Goal 1 and of the mode shift objectives in Goal 3 of the Caltrans Strategic Management Plan to double walking and triple bicycling trips statewide, and guides implementation of Caltrans Statewide Bicycle and Pedestrian Plan: Toward an Active California.</p>
Desired Goals	<ol style="list-style-type: none"> 1. Solicit technical input from external stakeholders and partners to guide implementation of the Statewide Pedestrian and Bicycle Plan: Toward an Active California. 2. Collaborate and support achievement of the Strategic Management Plan (SMP) 2015-2020 safety targets to reduce pedestrian and bicycle fatalities by 10% per year and mode shift targets to double walking trips and triple bicycling trips. 3. Provide technical and community-based knowledge of facilities and programs that successfully meet the needs of people walking and bicycling of all ages and abilities 4. Advise on data collection, evaluation, and best practices to demonstrate the effectiveness of innovative walk and bike facilities and programs. 5. Provide input on program development in pedestrian and bicyclist safety. 6. Advise on the need for updates to Caltrans standards and guidance related to walking and bicycling.



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Members	Members of the CWBTAC represent partner agency staff and professional advocates in California with experience in planning, designing, maintaining, and delivering walk and bike programs and facilities. Seats on CWBTAC will be limited to 12-20 committee members representing: north, south, and central geographies; urban, suburban, and rural community types, including disadvantaged communities; as well as the needs and interests of users of all ages and abilities. Individual membership terms will be limited to four years.
Frequency of Meetings	4-6 meetings per year, as needed.
Roles and Responsibilities	<p>The roles and responsibilities of committee members are as follows:</p> <ul style="list-style-type: none">• Serve on the committee to advance the collective purpose and goals of the CWBTAC as outlined in this charter.• Attend and participate actively in committee meetings.• Volunteer to serve on subcommittees and engage in follow up actions from meetings as needed.• Complete follow up actions by any deadlines agreed upon.• Gather, exchange, and disseminate information to agencies, associations, or user groups one represents.• Commit to serving on the committee and attending meetings for a four year term.
Reporting Structure	The CWBTAC will provide technical input to the Active Transportation and Livable Communities Committee, and will make recommendations to the Division Chiefs of the Goal 3 Executive Sponsor Team.
Decision Process	Decisions will be discussed with the aim of reaching consensus between committee members. In the event that consensus cannot be reached, a vote of 50 percent of the committee plus one will be required to approve any recommendation. Dissenting opinions and recommendations will be captured in the meeting minutes.
Amendment	This charter can be reviewed, evaluated, adjusted as needed by consensus or vote by the committee.



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Committee Approvals [signatures of official voting members]

NAME	Date
Title	
Area	

NAME	Date
Title	
Area	

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Sponsor Approvals

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